

EMPLOYMENT EXPENSES SUMMARY

Year _____

Client Name _____

Employer Name (T4) _____

Please attach the completed T2200 signed by your employer.

INCOME

Employment income _____

Total commissions included in employment income _____

EXPENSES INCURRED TO EARN SALARY OR COMMISSION INCOME

Food _____ x 50% _____

Lodging expenses _____

Other travelling expenses _____

Parking _____

Stationery supplies _____

Telephone _____

Other _____

Salaries paid to an assistant _____

Office rent _____

EXPENSES INCURRED TO EARN COMMISSION INCOME ONLY

Legal and accounting fees _____

Advertising _____

Food _____ x 50% _____

Tickets and entrance fees _____ x 50% _____

Other entertainment expenses _____ x 50% _____

Licenses _____

Bonding premiums _____

Rental of office equipment _____

Training costs _____

Travel fare _____

Other expenses (please describe) _____

MOTOR VEHICLE EXPENSE SUMMARY

If more than one vehicle was used during the year, please complete this schedule for each one.

VEHICLE DETAILS

Make _____
 Model _____
 Year _____
 Date of acquisition _____
 Date of disposition _____

EMPLOYMENT USE CALCULATION (best practice is the use of a log book to track KMs)

Number of kilometers driven to earn employment income _____
 Total number of kilometers driven during the year _____
 Odometer reading at January 1st _____
 Odometer reading at December 31st _____

VEHICLE EXPENSES

Fuel (gasoline, propane, oil, electricity) _____
 Maintenance and repairs _____
 Insurance _____
 License and registration _____
 Interest (interest portion only of car payments) _____
 Leasing costs (if applicable) _____
 Other expenses _____

EMPLOYMENT USE OF HOME EXPENSE SUMMARY

Please complete this summary if you had a home office

Area for employment use only (square feet) _____ sq. ft.
 Total house area (square feet) _____ sq. ft.
 Percentage used for business _____ %

HOME OFFICE EXPENSES

Heat _____
 Electricity _____
 Water _____
 Maintenance _____
 Insurance (commission employees only) _____
 Property taxes (commission employees only) _____
 Other expenses (Rent) _____